

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 1 of 12

OVERVIEW OF THE GUARD RECRUITING ASSISTANCE PROGRAM

What is the Guard Recruiting Assistance Program and how does the program work?

The Guard Recruiting Assistance Program (G-RAP) is a contracted program designed for individuals who voluntarily apply online at www.GuardRecruitingAssistant.com to become eligible to serve as a part time Recruiter Assistant (RA). The RA applicant will be verified and hired by a contractor, not the ARNG. Each RA will cultivate quality potential Soldiers (PS) from within their individual sphere(s) of influence.

Once a potential Soldier is identified and pre-qualified, the RA will facilitate a meeting engagement with their local Recruiting and Retention NCO (RRNCO). The triad of RRNCO, RA, and potential Soldier will then work closely together to process the potential Soldier and move them towards accession.

Upon enlistment, the RA will receive an initial payment of \$1,000, with a second \$1,000 payment upon successful shipment to Initial Entry Training (IET). *Note: exact payment timelines vary depending upon prior service / non-prior status and availability of training seats.*

Goals and purpose: The Guard launches the Guard Recruiter Assistant Program (G-RAP) to establish a position of strength from which the Guard can achieve its accessions mission of 70,000 enlistments, and meet the Guard end-strength goal of 350,000.

What are the responsibilities of the Recruiter Assistant?

The responsibilities of an RA are to identify individuals within their sphere of influence to develop potential Soldiers, promote the benefits of service in the Guard, input potential Soldiers profile data into G-RAP web site to begin the application process, arrange a meeting between the potential Soldier and the RRNCO, accompany RRNCO and potential Soldier at a parental consent meeting for potential Soldier under 17 years of age, and work with the RRNCO to prepare the potential Soldier for the MEPS and ASVAB appointment.

Additional duties and responsibilities may include:

- Maintain contact with the new recruit and provide encouragement to them in order to reinforce the recruits decision to join the Guard
- Involve the new recruit in PT to properly prepare them for BCT
- Ask the new recruit if they have friends, family or acquaintances who might be interested in joining the Guard



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 2 of 12

- Provide support and information to the new recruit and/or their family about the benefits and opportunities in the Guard
- Contact the new recruit's Recruit Sustainment Program coordinator and confirm that the he or she is fully engaged and is being properly cared for in the RSP
- Take the new recruit to the first RSP drill if it does not conflict with any other required drill performance as the RA duties cannot be done while in a drill status
- Prepare the new recruit for success at BCT
- Mentor them on life as a Soldier in the Guard
- Maintain contact with the new recruit while they are at BCT and AIT in order to provide encouragement, advice and support

What are the responsibilities of Docupak?

The responsibilities of Docupak include the contract and budget management, program personnel, development of all collateral materials and programs, development and execution of message placement strategies, exhibit and display development, gathering, tracking and analysis of data, partnership strategy development, implementation and tracking of quantitative goals and objectives, monthly, quarterly and annual reporting to NGB-ASM, joint planning and to conduct briefings to National Program Managers and federal contracting COTRs as required, maintaining professional dress code and conduct at all times when representing Docupak or the Guard, on-line ordering and reporting systems, planning, deployment and management of all information technology assets required to support the campaign effort, collection and validation of all campaign data, accountability and training, technology upgrades to support efficiency and effectiveness, hardware and software assets supporting the campaign effort and fraud prevention.

What are the responsibilities of the Recruiting and Retention NCO?

The responsibilities of the RRNCO include informing all unit members who are eligible of the G-RAP opportunity, ensuring G-RAP promotional materials are posted in the armory and RSP in plain view, conduct initial In-Brief with new RA(s), conducting meeting engagements with RA(s) and potential Soldiers, processing all potential Soldiers for enlistment, monitoring RA(s) activity on Leader Web Link, providing feedback to RA(s), informing newly enlisted Soldiers of G-RAP opportunities, prospecting for additional RA(s) and reporting any potential fraudulent activity.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 3 of 12

What are the responsibilities of the NGB?

The responsibilities of NGB are to monitor the success of the G-RAP and fulfill contractual obligations with Docupak.

THE RECRUITING ASSISTANCE PROGRAM'S RELATIONSHIP TO THE GUARD

Is G-RAP a mandatory program?

No, it is VOLUNTARY and you must be selected by the contractor, Docupak, to become an RA.

If I am a member of the Guard, is this a required program? Will I get in trouble for not participating?

G-RAP is not a required program and has no bearing on your status in the Guard or your military career. You act as an independent contractor for Docupak.

If I do well, will it help me get promoted in my unit?

No, your performance as a Recruiting Assistant, whether successful or not, will not affect your performance evaluations (i.e. NCOER/OER) as a Soldier in the ARNG.

If I am a member of the Guard, will this impact my status?

Your actions in a G-RAP capacity are independent from your role as a member of the Guard and have no impact.

Who do I work for? Am I an ADSW or AGR person?

You are an independent contractor for Docupak and are not acting in a military capacity.

Who do I take direction from, the RRNCO or Docupak?

As an independent contractor, directives will be given by Docupak. Docupak will help guide you and provide the support you will need to be successful. Any questions that arise should be directed to Docupak to grap@docupak.com or 1 (888) 291-6004.

If I am a member of the Guard or Reserve, do I use the unit to answer questions or do I go to Docupak?

Docupak is your first contact for questions. If additional information is needed outside of Docupak, they will help facilitate securing the necessary information for you. Call toll free 1 (888) 291-6004.

Who do I talk to if my RRNCO doesn't work well with me in this program?

Notify the Area NCOIC and Docupak about your concerns to resolve issues and explore options.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 4 of 12

Who can I contact with questions or for more information on this program? Docupak.

THOSE INELIGIBLE TO BE RECRUITING ASSISTANTS

What about people who would like to participate in this program but who are not in the ARNG?

Hiring of the RA is not up to the ARNG it is left up to the contractor exclusively. There will be non-ARNG members hired who meet the contractors hiring standards and have the qualifications required to successfully perform the role of a RA. This phase will begin in early 2006.

Why start with ARNG members?

ARNG members are uniquely suited to be successful in this role. The contractor decided that to have a greater degree of success they preferred to begin with individuals most likely to have the greatest impact on meeting the contract objectives.

Can a Army Soldier be a RA?

No they cannot due to the fact that they are already a federal employee and the dual compensation clause prevents them from performing two federal tasks for compensation at the same time.

What about members of the Air National Guard or Army Reserve – can they be hired to be a RA for the ARNG?

Yes they can, and as the second phase of the program begins in early 2006 implementation instructions for those groups will be released by the contractor.

Can a ARNG M-day Soldier who is mobilized and is now on active duty be a part of this? Or if they were already a RA, can they continue to earn money from the contractor?

No, ARNG members who are mobilized are then ordered to active duty and would not be eligible to be a RA during this period of service. Being a RA is done on Citizen time, never on Soldier Time. When they complete the mobilization and come off of active duty, they could apply to the contractor to be hired into the program; and if they were a RA prior to the mobilization, they could resume that role if the contractor decides to continue that employment.

Can I be an AGR Soldier and do this?

No, G-RAP is not currently available to AGR Soldiers. Future similar programs such as Every Soldier a Recruiter (ESAR) are being considered for AGR participation.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 5 of 12

Can educators, coaches, guidance counselors, college professors, or other COIs participate in G-RAP?

No, COIs cannot be a part of G-RAP in anyway due to conflict of interest. Part of the online application requires the applicant to certify they are not in any of the above mentioned positions. Part of the evaluation of the applicant will be to determine the validity of this disclaimer.

Are AGR,ADSW, MIL TECH or immediate family members of the Full Time Recruiting Retention Force (FTRRF) eligible to participate in G-RAP?

No,AGR,ADSW,MIL TECH and immediate family members of FTRRF are not currently authorized to participate in G-RAP. Part of the online application requires the applicant to certify they are not in any of the above mentioned positions. Part of the evaluation of the applicant will be to determine the validity of this disclaimer.

GENERAL QUESTIONS ABOUT BEING A RECRUITING ASSISTANT

What types of people join the Guard?

People from all walks of life join the Guard. Scholars, Athletes, Students, Employers, Employees, Parents, Sons, Daughters and Brothers are all potential soldiers. The Guard has enlistment standards, but is an equal opportunity employer and does not discriminate based on race, sex, religion or ethnicity.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

ARNG research has helped to identify motivating factors for joining the Guard. The research results help further understand the motivating factors by grouping potential Soldiers into six different categories, or segments.

In order to help describe and differentiate the six segments, each was given a title based on some characteristic or behavior exhibited by members of the segment. An overview of the six segments follows:

(888) 291-6004

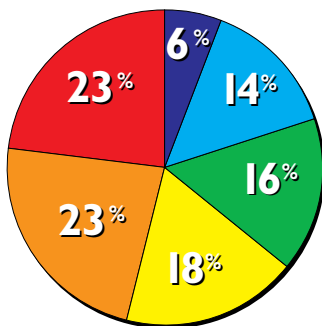
This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 6 of 12



GI Bills - 23% of ARNG membership

These ARNG members joined primarily/solely for the Montgomery GI Bill/college tuition assistance. Many also cited the extra income as a reason. Physical training, skills training were also reasons cited by some “GI Bills”, however fewer mentioned leadership training. Retirement benefits, other military benefits and the opportunity to serve their country are not important to “GI Bills.”

No One Reason's - 23% of ARNG membership

None of the reasons listed on the survey emerged to describe why the “No One Reasons” joined or stay in the ARNG. There appeared to be no clear focus driving the decisions of this segment. These members were also more likely to cite only a single reason for joining or staying in the ARNG.

Sylvester Stallones - 18% of ARNG membership

The primary reason members of this segment joined and stay in the ARNG is for the challenge and training – specifically Physical Training, Leadership Training and Skills Training. The opportunity to serve their country/state is also important to these ARNG members. Extra income, the GI Bill, retirement and other military benefits had less of an impact on their joining the ARNG.

Do It All's - 16% of ARNG membership

These ARNG members are driven by multiple reasons for joining and staying in the ARNG. Training of all types and for the challenge were cited by virtually every “Do It All” ARNG member. In addition, Money/Benefits, specifically retirement benefits, were also reasons for almost all of these ARNG members joining and staying. Many of these ARNG members also cited being able to serve their country/state and particularly because the ARNG is respected in their community as reasons for joining and staying.

Retirees - 14% of ARNG membership

These ARNG members joined for and stay for the retirement benefits. The “Retirees” segment also joined and stay for the extra income, to maintain their military benefit and to serve their country/state. Training issues and the GI Bill are less important to these ARNG members. The “Retirees” segment accounts for 14% of the ARNG members.

Military Benefits - 6% of ARNG membership

Their primary reason for joining and staying in the ARNG is to maintain their prior military benefits, along with retirement benefits. Some also joined and stay for the extra income and to serve their country/state. The GI Bill is less important to this segment, while training is important.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 7 of 12

What are the qualifications/disqualifications for joining the ARNG?

The online training and your RA Pocket Guide will inform you of basic qualifications and disqualifications and all required information and supporting documentation to effect enlistment. Your local RRNCO will provide specifics for each case. Legal Name (Birth Certificate); Address; Social Security Number (SSN Card); Date of Birth (Birth Certificate); Citizenship (Birth Certificate); Dependency Status (Marriage License); Law violations and physical status are key elements of the pre-qualification process.

What information do I need to get from the potential Soldier, and where do I get it?

The online training will inform you of all required information and supporting documentation to effect enlistment. Your local RRNCO will provide specifics for each case. Legal Name (Birth Certificate); Address; Social Security Number (SSN Card); Date of Birth (Birth Certificate); Citizenship (Birth Certificate); Dependency Status (Marriage License); Law violations and physical status are key elements of the pre-qualification process.

Can I get promotional materials to give away to people about the ARNG?

Yes, as a Recruiter Assistant, you will have access to Recruiting Presentation Items (RPIs).

What can I say/not say to people about joining the ARNG?

You should start by sharing your personal experiences with the potential Soldier as they relate to your knowledge of the ARNG. You will speak from authority when telling your own story. It is helpful to ask the potential Soldier probing questions to determine their individual needs, wants and desires. You should only provide factual information to the potential Soldiers and tell them you are unsure if you do not know the answer. The RRNCO should be able to provide further insight at the meeting engagement. You are **not authorized** to make guarantees or promises to a potential Soldier in regard to any benefits or incentives. RRNCO and MEPS Guidance Counselors are the only authorized personnel to make commitments on behalf of the Guard.

Can I tell the potential Soldier about bonuses or any guarantees from the Guard?

You are not authorized to make guarantees or promises to a potential Soldier in regard to any benefits or incentives. An RRNCO or MEPS Guidance Counselor are the only authorized personnel to make commitments on behalf of the Guard.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 8 of 12

What do I tell the potential Soldier about deployments?

As a member of the Guard, you are subject to federal and state mobilization in support of your country and community's needs. Deployment is probable in today's current GWOT environment and you must be 100% upfront with any potential Soldier about the possibilities of serving the nation during this time.

QUESTIONS ABOUT WHO CAN BE BROUGHT INTO THE PROGRAM

Is there a limit on how many people I can bring into the program?

No. You are unlimited on the number of potential Soldiers you enlist into the Guard, as well as receipt of the associated payments. However, you cannot have more than 10 potential Soldiers registered at www.GuardRecruitingAssistant.com at any given time.

If I am member of the Guard or Reserve, and I am at a Unit Recruiting Event, while on drill status, do I get credit if I identify a potential Soldier?

No, you cannot receive dual compensation. Government sponsored Unit Recruiting Events are independent from your role as an RA.

What about current ARNG members who transfer from one state to another? Can I get credit for them?

No, they are current members of the Guard and the G-RAP focus is on new members.

What about an Army Reserve member who I convince to join the Guard, can I get credit for them?

Yes, USAR members who convert to the Guard are considered new accessions and you will receive compensation for their enlistment after the prior service period of service. You should not, however, seek to intentionally draw USAR members away from their current units, the Army Reserve is a part of the Army team and the ARNG wants the USAR to succeed in its end strength mission as well.

Do Prior Service soldiers have to sign up for a contract longer than the TRY ONE PROGRAM (1 year)?

No, any Prior Service Soldier you register and help enlist through an RRNCO is qualified in the G-RAP, regardless of the term of service.

Do ING accessions count in the G-RAP Program?

No, they do not count toward RA credit. However, we do actively encourage all Guard members currently in the ING to return to an active drilling status.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 9 of 12

QUESTIONS ABOUT WHEN, WHERE AND HOW RECRUITING ASSISTANTS PERFORM

Can I perform the duties of the RA during drill weekend?

No, any Soldier on Drill status, AT Status or ADSW **CANNOT** perform the duties of an RA. **Your RA responsibilities must be met during your personal Citizen Time, NEVER on Soldier Time.**

Can I do RA work while at drill or Annual Training?

No, your actions in a G-RAP capacity are independent from your role as a member of the Guard.

If I live close to an active duty installation, can I work within those active duty people and get paid for them?

No, that is the responsibility of the Reserve Component Career Counselor (RCCC) and is not open to the G-RAP. If an active duty Soldier does not contract with the RCCC at the transition point, you can work with them to bring them into the ARNG through this program and receive credit for that accession.

Can I wear my uniform while I am doing RA work?

No, your civilian contractor provides you with appropriate Guard wear (casual). You are never allowed to represent yourself as a Soldier working in a paid military status nor should you portray yourself as a Recruiting and Retention NCO.

Can I use government vehicles as a contractor to do RA work?

No, under no circumstance will you be authorized to operate a government vehicle.

Am I authorized to sign any paperwork for the government?

No, RRNCOs and MEPS Guidance Counselors are the only authorized personnel to sign on behalf of the Guard.

QUESTIONS ABOUT WORKING WITH RECRUITS

What happens if someone I bring to the RRNCO tests positive for drugs? What will my responsibility be?

The RRNCO will inform the potential Soldier of any/all disqualifications to include testing positive for drugs. Due to confidentiality, you may not be notified of the specific reason.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 10 of 12

What do I do with the new recruit while they are at Basic Training and AIT?

You should support your new Soldier from afar by writing letters, e-mails and postcards. Additionally, you should engage the new soldier's family back home when appropriate.

At what point do I no longer work with the potential Soldier?

Your responsibilities end upon receipt of your final \$1,000 payment. However, you are encouraged to maintain a positive relationship with all of your new Soldiers.

What are the rules regarding fraternization with potential Soldiers?

As a subcontractor to Docupak you are expected to uphold the highest standards while working to attract potential Soldiers to the ARNG. As a RA you do not represent the government but you are expected to act in accordance with the ARNG values at all times. Any inappropriate conduct will be grounds for immediate dismissal as a subcontractor from Docupak.

QUESTIONS ABOUT FINANCIAL ISSUES

What do I get paid?

You receive \$50.00 for completion of your G-RAP on-line training program, and payment of \$1,000 upon the verified enlistment of a new Non-Prior Service (NPS) or Prior Service (PS) Soldier. A subsequent \$1,000 payment is made upon shipping to Basic Training for NPS Soldiers and 120 days after enlistment for PS Soldiers.

How do I get paid?

You can elect to be paid via direct deposit (Electronic Funds Transfer) to your personal bank account or you can receive a contractor issued Directo debit card which will be credited upon each enlistment. (Note: RAs must be at least 18 years old to be issued a debit card.)

To learn more about the Directo debit card, go to www.directo.net.

Who pays the taxes for this pay?

You will receive an IRS 1099 Form at the end of the year, and **you are responsible for filing/reporting your income and any associated taxes**. If you have questions, go to www.irs.gov or consult an accountant.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 11 of 12

Can I get paid through direct deposit?

Yes. When an applicant logs onto www.GuardRecruitingAssistant.com, they will have the option to sign up for direct deposit or the Directo cash card. (Note: RAs must be at least 18 years old to be issued a debit card.)

To learn more about the Directo debit card, go to www.directo.net.

How long does it take to get paid?

It takes approximately 30-45 days to receive payments once the enlistment has been verified.

Do I get an expense account? No.

What about if I use my own car? Can I get reimbursed for that? No.

Is this a bonus? If so, what authority is it under?

No, this is not a bonus program in the sense of an enlistment or reenlistment bonus. This is a performance-based contract that pays for actual, verified accessions and Basic Training shippers..

If I am a member of the Guard or Reserve and I have a bonus for joining, does this program affect it in any way?

No, the Selected Reserve Incentive Program (SRIP) is separate from G-RAP. Civilian contractor status and has no affect on your enlistment incentives.

What happens when I have a problem with my pay?

Contact Docupak for resolution at grap@docupak.com or 1.888.291.6004.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.

ETHICAL QUESTIONS

What are the expectations of ethical conduct as a Docupak Contractor?

You will receive ethics training as a component of the online training program. Standards of conduct are in concert with the Army values currently practiced today. Docupak may issue additional employee directives and will facilitate periodic ethics sustainment training for all RAs as the program continues.

Can I offer money to a potential Soldier or a friend to join?

No, the Guard provides incentives to the new Soldier for their enlistment. This activity will disqualify RAs from participating in the G-RAP. The payment you receive for enlisting the new Soldier is yours to keep. You are encouraged to share the G-RAP opportunity with your new Soldiers upon their enlistment and offer them the same opportunity to earn additional income by becoming an RA.

NATIONAL GUARD

RECRUITING ASSISTANCE PROGRAM

G-RAP FAQ

VI.4 – page 12 of 12

What if my RRNCO tells me he will split the money if I say I brought the person into the G-RAP program? What do I do and who do I contact? What is the impact if I do this?

This is theft and cause for immediate termination and civilian criminal prosecution for you as a civilian. The RRNCO will face possible separation from service and prosecution under state militia laws. You should report any such activity to Docupak at 1.888.291.6004 immediately if approached by anyone.

Who do I call if I observe abuse of this program?

Notify Docupak immediately with your concerns. The toll free number is 1.888.291.6004. Your identity will be protected, and you will be able to report concerns anonymously.



The Guard Recruiting Assistance Program is administered by:
Docupak, Inc.
10 Commerce Drive
Pelham, AL 35124

(888) 291-6004

This is not a unit referral program. This is an Army National Guard Recruiting Assistance Program.